

POSITION X1816

Extension Regional Director, Western Region

LOCATION

The University of Tennessee, Institute of Agriculture, Western Region Office, Jackson, TN

EFFECTIVE DATE

September 1, 2018. Screening of applicants' credentials will begin immediately and continue until the position is filled.

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Extension Regional Director is responsible to the Dean of the University of Tennessee Extension for directing Extension Programs and related activities for the 31 counties of western Tennessee.

RESPONSIBILITIES

- Oversee planning, implementing, evaluating and reporting program results.
- Serve as a liaison between UT Extension, TSU Cooperative Extension, Extension committees, and county government officials relative to personnel, finance, facilities, equipment and overall operation, marketing/visibility of county Extension programs.
- Advise regional and county staff relative to policy, personnel, and Human Resource issues.
- Provide leadership to recruit, hire, supervise, and evaluate a diverse county and regional staff.
- Provide oversight of budgets and expenditures for regional and county offices.
- Plan and secure external funding for regional programs and events.
- Direct educational programs that meet the needs of all eligible participants regardless of race, color, national origin, sex, age, disability, religion, or veteran status and implement the Regional Equal Employment Opportunity Program.
- Other responsibilities as assigned.

REQUIREMENTS

- Master's degree required
- At least one earned degree in Agriculture and Natural Resources, Family and Consumer Sciences, or Education/Youth Development.
- Earned doctorate or terminal degree preferred.
- A demonstrated commitment to professional development.
- Effective interpersonal, verbal and written communication and technology skills.
- Training and experience in administration, program development, fund development, human resource management/supervision, and financial management is preferred.
- Extension leadership experience is preferred, but other experience appropriate for the assignment will be considered.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

NEW APPLICANTS

REQUIREMENTS:

- Master's degree required
- At least one earned degree in Agriculture and Natural Resources, Family and Consumer Sciences or Education/Youth Development.
- Earned doctorate or terminal degree preferred.
- A complete application package will include a: 1) letter of interest, 2) resume or curriculum vitae, and 3) official or unofficial transcripts showing degree(s) conferred.

Apply online at:

https://ut.taleo.net/careersection/ut_system/jobsearch.ftl?lang=en

Dr. Laura Stephenson
 Assistant Dean & Professor
 Family & Consumer Sciences
 121 Morgan Hall
 2621 Morgan Circle
 Knoxville, TN 37996-4530

Phone: 865-974-7384
 Fax: 865-974-1068

E-mail: laura.stephenson@utk.edu
 Web Site: <https://ag.tennessee.edu/fcs>

TENNESSEE AGENT TRANSFER REQUESTS

REQUIREMENTS:

Request for transfer/reassignment may be approved if applicant:

- has normally been employed with Extension in their current location a minimum of eighteen (18) months;
- has a performance rating of satisfactory or above for the previous eighteen (18) months; and
- training appropriate for the assignment.

[Click here to complete a transfer request electronically.](#)

Please complete the Transfer/Reassignment application online by clicking the link above and submitting a complete application package that includes a: 1) letter of interest, and 2) resume or curriculum vitae.

Dr. Robert Burns
 Dean and Professor
 UT Extension
 121 Morgan Hall
 Knoxville TN 37996-4530
 Phone: 865-974-7114
 Fax: 865-974-1068

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